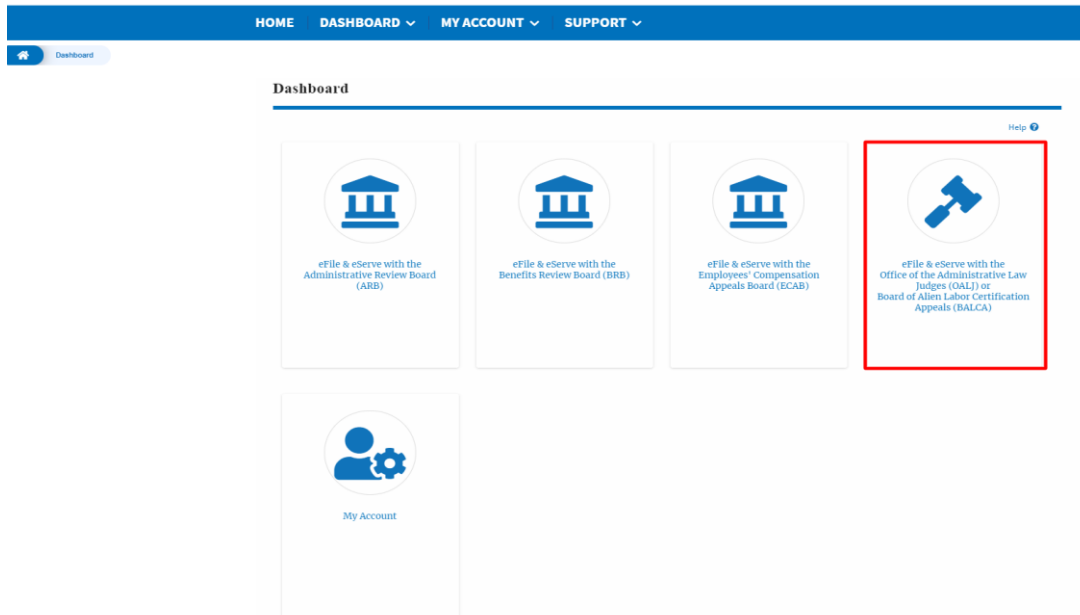




## HOW TO VIEW OALJ/BALCA DASHBOARD?

1. Click on the OALJ or BALCA tile from the main dashboard page to access the 'OALJ or BALCA' dashboard.



2. OALJ/BALCA Dashboard includes buttons '**File a New Case**', '**Request Access to Cases**', and '**Multi Case Filing**'.

Note: Multi Case Filing button will only appear if at least one submitted/approved case is listed in the Request Access to Cases table.

### OALJ and BALCA Dashboard



- a. The File a New Case button lets users file a new case with OALJ
- b. The Request Access to Cases button lets the user request access to cases from OALJ.
- c. The Multi Case Filing button lets users file a common filing to multiple cases at the same time
- d. The **Form Templates** button lets users download templates for Notice of Appearance for the filings.



## eFile and eServe

3. OALJ/BALCA Dashboard includes tables **'My Access Requests'**, **'Cases Delegated to Me'**, and **'New Cases'**.
  - a. My Access Requests table lists all the cases that the user has requested access to
  - b. The Cases Delegated to Me table lists all the cases that other attorneys in the same organization have delegated to the user.
  - c. The New Cases table lists all the new cases that the user has submitted.

### OALJ and BALCA Dashboard

File a New Case Request Access to Cases Multi Case Filing

Form Templates  Help

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#### My Access Requests

The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 1 of 1 records [View More](#)

OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
<a href="#">2013BLA05025</a>	OALJ-2009-510303	SLONE MICHAEL A		SUBMITTED	09/24/2020 - 04:52 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

#### Cases Delegated to Me

OALJ Case Number	Claimant Name	Status	Delegated by	Delegated On	Organization
There are no delegated cases to show.					

\* All times displayed in US Eastern Timezone

#### New Cases

OALJ Case Number	eFile Number	Originating Agency	Reference Number	Status	Last Updated On	Details
There are no cases that you have filed through this system.						

\* All times displayed in US Eastern Timezone